

U.S. Administrative Instructions 20-22

RESTRICTED

1 of 1

Unclas. Recd

OGC HAS REVIEWED

~~RESTRICTED~~CENTRAL INTELLIGENCE AGENCY.
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. []

30 March 1948

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

1. Appointment of Committee.

A Committee on Awards for Meritorious Suggestions is hereby established to promote an employee incentive program and to make recommendations for awards to employees for meritorious suggestions.

Committee Membership

Executive Director	-- Chairman
Executive for Administration and Management	-- Member
Chief, Budget and Finance Branch, A&M	-- Member
Chief, Management Branch, A&M	-- Member
Chief, Personnel Relations Division, Personnel Branch, A&M	-- Recorder with- out vote
Alternates or additional members -- As designated by the Chairman when members are not available or for such other reasons as he may deem appropriate.	

2. Committee Responsibility.

The committee will be responsible for carrying out the provisions of Section 14, Public Law 600, 79th Congress (5 U.S.C.A. 116a), and Executive Order No. 9817, dated 31 December 1946, and will encourage individual employee industry and interest in making sound suggestions for improvement or economy in the operations of CIA.

3. Awards Authorized.

a. Awards may be authorized for meritorious suggestions adopted solely or primarily because of resulting monetary savings. Amounts shall be based on the annual estimated saving in the first year of operation in accordance with the following table unless, for special reasons, the Director shall determine, subject to statutory limitations, that a different amount is justified:

SAVINGSAWARDS

\$1 - \$1,000	-- \$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.
\$1,000 - \$10,000	-- \$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings.

(5715)

Unclassified
~~RESTRICTED~~

\$10,000 - \$100,000 -- \$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings.

\$100,000 or more -- \$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that the maximum award for any one suggestion shall not exceed \$1,000.

b. When a suggestion is adopted primarily upon the basis of improvement in the operations or services of CIA, the committee shall recommend an award commensurate with the benefits anticipated from the suggestion. The amount recommended for any one award shall not exceed \$1,000.

c. Certificates, medals, or other emblems may be awarded by the Director in addition to monetary awards and also in honorary recognition of service which the committee recommends as exceptional but not meriting a cash award.

4. Eligibility for Awards.

All civilian employees of CIA are eligible to submit suggestions and receive awards.

5. Basis for Awards.

a. (1) Awards will be considered where, in the opinion of the committee, the meritorious suggestion has resulted or will result in improvement or economy in the operations of the agency through monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, and similar results.

(2) Awards will not be recommended for suggestions falling within the normal responsibilities of the duties of the suggester.

b. To be considered for an award, the suggestion must have been adopted for use in the agency within three (3) years from the date the suggestion is received by the agency.

c. A cash award for a meritorious suggestion shall be in addition to the regular compensation of the recipient, and the acceptance of such a cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form a basis arising from the accepted suggestion for a further claim upon the United States by the recipient, his heirs or assigns.

6. Submission of Suggestions.

Suggestions may be submitted directly to the Chief, Management Branch, A&M, by any individual eligible for an award. They should be

RESTRICTED

in duplicate, and should include:

- a. Name of employee.
- b. Title, grade, and salary.
- c. Division, Branch and Office.
- d. A detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

7. Action on Suggestions and Awards.

a. In each case where a suggestion of merit is made, a record of the suggestion will be placed in the personnel file of the employee concerned whether or not an award is granted.


b. The Chief, Management Branch, A&M, will review each suggestion submitted under this directive and arrange for committee action. The committee will consider each suggestion on the sole basis of benefit to CIA and eligibility of the suggester to receive an award, and take action as follows:

(1) Return to the suggester each suggestion not considered of sufficient benefit to CIA for an award or where the suggester is not considered eligible for an award, stating reasons in each case.

(2) Recommend to the Director suitable award when warranted by the suggestion. The action of the Director in such cases shall be final.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES.

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

27 July 1949

STATINTL

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

STATINTL

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 30 March 1948
Administrative Instruction No. [REDACTED] dated 25 June 1948
Administrative Instruction No. [REDACTED] dated 31 December 1948

1. Committee on Awards for Meritorious Suggestions

The Committee on Awards for Meritorious Suggestions shall promote the employee incentive program and recommend awards for employees for meritorious suggestions. The Committee includes the following:

Executive	- Chairman
Budget Officer	- Member
Personnel Officer	- Member
Management Officer	- Member and Recorder

Alternate and additional members may be designated by the Chairman.

2. Committee Responsibility

The Committee is responsible for carrying out the provisions of Section 14, Public Law 600, 79th Congress (5 U.S.C.A. 116a), and Executive Order No. 9617, dated 31 December 1946, and will encourage individual employee industry and interest in making sound suggestions for improvement and economy in the operations of CIA.

3. Awards

a. Cash awards may be authorized for meritorious suggestions adopted solely or primarily as a result of monetary savings. Awards shall be based on the annual estimated saving within the Agency in the first year of operation in accordance with the following table unless for special reasons the Director shall determine, subject to statutory limitations, that a different amount is justified:

ANNUAL SAVINGS

CASH AWARDS

\$1 - \$1,000

\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion

BRUCE L. OLIVER

\$1,000 - \$10,000	\$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings
\$10,000 - \$100,000	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings
\$100,000 - or more	\$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings provided that the maximum award for any one suggestion shall not exceed \$1,000

b. Cash awards may be authorized for meritorious suggestions adopted primarily upon the basis of improvement in the operations or services of CIA. The Committee shall recommend an award commensurate with the benefits anticipated from the suggestion. The amount recommended for any one award shall not exceed \$1,000.

c. Certificates, medals or other emblems may be awarded by the Director in addition to monetary awards and also in honorary recognition of service which the committee recommends as exceptional but not meriting a cash award.

4. Eligibility for Awards

All civilian employees of CIA are eligible to submit suggestions and receive awards, except that awards shall not be recommended for suggestions falling within the normal responsibilities of the duties of the suggester.

5. Basis for Awards

a. Awards will be considered where in the opinion of the Committee the meritorious suggestion has resulted or will result in improvement or economy in the operations of the Agency through monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, and similar benefits.

b. The suggestion must be adopted for use in the Agency within three (3) years from the date the suggestion is received by the Management Officer.

c. A cash award for a meritorious suggestion shall be in addition to the regular compensation of the recipient, and the acceptance of such a cash award shall constitute an agreement that the use of the suggestion shall be for the benefit of the United States.

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BUDGET OFFICE

for which the award is made shall not form a basis arising from the accepted suggestion for a further claim upon the United States by the recipient, his heirs or assigns.

6. Submission of Suggestions

A suggestion may be submitted through supervisory channels to the Management Office or directly to the Management Officer by any individual. It should be in duplicate, and should include:

- a. Name of employee
- b. Title and grade
- c. Division, Branch and Office
- d. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

7. Action on Suggestions

a. The Management Office will review each suggestion and arrange for Committee action.

b. The Committee will examine each suggestion on the basis of benefit to the Agency and the Federal government and will determine whether the suggester is eligible to receive an award.

(1) If the Committee determines that a suggestion is not acceptable, the Management Officer will notify the suggester of the reasons his suggestion was not adopted.

(2) If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award should be presented.

c. Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

ENCLOSURE

d. The Management Officer will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personal file of the employee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Captain, USN
Executive

DISTRIBUTION: All CIA Employees

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BUDGET OFFICE

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. []

27 July 1949

STATINTL

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

STATINTL

RESCISSIONS: Administrative Instruction No. [] dated 30 March 1948
Administrative Instruction No. [] dated 25 June 1948
Administrative Instruction No. [] dated 31 December 1948

1. Committee on Awards for Meritorious Suggestions

STATINTL

The Committee on Awards for Meritorious Suggestions shall promote the employee incentive program and recommend awards for employees for meritorious suggestions. The Committee includes the following:

Executive	- Chairman
Budget Officer	- Member
Personnel Officer	- Member
Management Officer	- Member and Recorder

Alternate and additional members may be designated by the Chairman.

2. Committee Responsibility

The Committee is responsible for carrying out the provisions of Section 14, Public Law 600, 79th Congress (5 U.S.C.A. 116a) and Executive Order No. 9817, dated 31 December 1946, and will encourage individual employee industry and interest in making sound suggestions for improvement and economy in the operations of CIA.

3. Awards

a. Cash awards may be authorized for meritorious suggestions adopted solely or primarily as a result of monetary savings. Awards shall be based on the annual estimated saving within the Agency in the first year of operation in accordance with the following table unless for special reasons the Director shall determine, subject to statutory limitations, that a different amount is justified:

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\$10,000 - \$100,000	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings
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b. Cash awards may be authorized for meritorious suggestions adopted primarily upon the basis of improvement in the operations or services of CIA. The Committee shall recommend an award commensurate with the benefits anticipated from the suggestion. The amount recommended for any one award shall not exceed \$1,000.

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4. Eligibility for Awards

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5. Basis for Awards

a. Awards will be considered where in the opinion of the Committee the meritorious suggestion has resulted or will result in improvement or economy in the operations of the Agency through monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, and similar benefits.

b. The suggestion must be adopted for use in the Agency within three (3) years from the date the suggestion is received by the Management Officer.

c. A cash award for a meritorious suggestion shall be in addition to the regular compensation of the recipient, and the acceptance of such a cash award shall constitute an agreement that the use by the United States of the suggestion,

for which the award is made shall not form a basis arising from the accepted suggestion for a further claim upon the United States by the recipient, his heirs or assigns.

6. Submission of Suggestions

A suggestion may be submitted through supervisory channels to the Management Office or directly to the Management Officer by any individual. It should be in duplicate, and should include:

- a. Name of employee
- b. Title and grade
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- d. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

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b. The Committee will examine each suggestion on the basis of benefit to the Agency and the Federal government and will determine whether the suggester is eligible to receive an award.

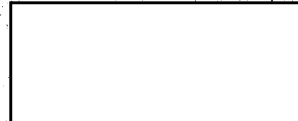
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(2) If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award should be presented.

c. Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

d. The Management Officer will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personal file of the employee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Captain, USN
Executive

STATINTL

DISTRIBUTION: All CIA Employees

RESTRICTED

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO.

30 March 1948

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

1. Appointment of Committee.

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Chief, Management Branch, A&M	-- Member
Chief, Personnel Relations Division, Personnel Branch, A&M	-- Recorder with- out vote
Alternates or additional members -- As designated by the Chairman when members are not available or for such other reasons as he may deem appropriate.	

2. Committee Responsibility.

The committee will be responsible for carrying out the provisions of Section 14, Public Law 600, 79th Congress (5 U.S.C.A. 116a), and Executive Order No. 9817, dated 31 December 1946, and will encourage individual employee industry and interest in making sound suggestions for improvement or economy in the operations of CIA.

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(5715)

RESTRICTED

RESTRICTED

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6. Submission of Suggestions.

Suggestions may be submitted directly to the Chief, Management Branch, A&M, by any individual eligible for an award. They should be

RESTRICTED

RESTRICTED

in duplicate, and should include:

- a. Name of employee.
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- d. A detailed description of the suggestions, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

7. Action on Suggestions and Awards.

- a. In each case where a suggestion of merit is made, a record of the suggestion will be placed in the personnel file of the employee concerned whether or not an award is granted.

The Chief, Management Branch, A&M, will review each suggestion submitted under this directive and arrange for committee action. The committee will consider each suggestion on the sole basis of benefit to CIA and eligibility of the suggester to receive an award, and take action as follows:

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES.

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

25 June 1948

STATINTL

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

STATINTL

The security classification of Administrative Instruction No.
[REDACTED] dated 30 March 1948, subject: "Awards to CIA Employees for
Meritorious Suggestions" is changed from Restricted to Unclassified.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

31 December 1948

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

SUBJECT: Awards to CIA Employees for Meritorious Suggestions

STATINTL

Paragraph 1, Administrative Instruction [REDACTED]
dated 30 March 1948, is amended by deleting the Executive
for Administration and Management from committee member-
ship.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

STATINTL

[REDACTED]
Captain, USN
Executive Director

DISTRIBUTION:

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. []

27 July 1949

STATINTL

STATINTL

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

RESCISSIONS: Administrative Instruction [] dated 30 March 1948
Administrative Instruction [] dated 25 June 1948
Administrative Instruction [] dated 31 December 1948

1. Committee on Awards for Meritorious Suggestions

The Committee on Awards for Meritorious Suggestions shall promote the employee incentive program and recommend awards for employees for meritorious suggestions. The Committee includes the following:

Executive	- Chairman
Budget Officer	- Alternate Chairman Member
Personnel Officer	- Member
Management Officer	- Member and Recorder

Alternate and additional members may be designated by the Chairman.

2. Committee Responsibility

The Committee is responsible for carrying out the provisions of Section 14, Public Law 600, 79th Congress (5 U.S.C.A. 116a) and Executive Order No. 9817, dated 31 December 1946, and will encourage individual employee industry and interest in making sound suggestions for improvement and economy in the operations of CIA.

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ANNUAL SAVINGS

\$1 - \$1,000

CASH AWARDS

\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion

P.S.

\$1,000 - \$10,000	\$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings
\$10,000 - \$100,000	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings
\$100,000 - or more	\$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings provided that the maximum award for any one suggestion shall not exceed \$1,000

b. Cash awards may be authorized for meritorious suggestions adopted primarily upon the basis of improvement in the operations ~~of~~ services of CIA. The Committee shall recommend an award commensurate with the benefits anticipated from the suggestion. The amount recommended for any one award shall not exceed \$1,000.

c. Certificates, medals or other emblems may be awarded by the Director in addition to monetary awards and also in honorary recognition of service which the committee recommends as exceptional but not meriting a cash award.

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c. A cash award for a meritorious suggestion shall be in addition to the regular compensation of the recipient, and the acceptance of such a cash award shall constitute an agreement that the use by the United States of the suggestion.

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- a. Name of employee
- b. Title and grade
- c. Division, Branch and Office
- d. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

7. Action on Suggestions

a. The Management Office will review each suggestion and arrange for Committee action.

b. The Committee will examine each suggestion on the basis of benefit to the Agency and the Federal government and will determine whether the suggester is eligible to receive an award.

(1) If the Committee determines that a suggestion is not acceptable, the Management Officer will notify the suggester of the reasons his suggestion was not adopted.

(2) If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award should be presented.

c. Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

d. The Management Officer will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personal file of the employee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN
Executive

STATINTEL

DISTRIBUTION: All CIA Employees

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UNCLASSIFIED		RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	Exec Director	DF	3/29	
2	Mgt. Bureau			
3	(for publication)			
4				
5				
FROM		INITIALS	DATE	
1	Exec for AX M	DBS	26 Nov	
2				
3				

<input checked="" type="checkbox"/> APPROVAL <i>for Publ</i>	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: Concurrence of Gen Counsel is stated on the draft.
 Concurrence of Bx F chief is attached. All suggested changes have been included. DBS

SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED
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FORM NO. 30-4
SEP 1947

STATINTL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration & Management DATE: 24 March 1948

FROM : Chief, Budget and Finance Branch

SUBJECT: Proposed instruction concerning awards to CIA employees for
meritorious suggestions

1. A review has been made of the attached draft and the comments made by the Assistant General Counsel. It is suggested that the comments of the Assistant General Counsel be given favorable consideration in preparing the final draft of the Administrative Instruction. It is also suggested that the first sentence of Paragraph 6 be changed to read as follows: "Suggestions may be submitted directly to the Chief, Management Branch, A&M, by any individual eligible for an award".

2. Except as indicated above, this office concurs in the Instruction as drafted.

E. R. SAUNDERS

STATINTL

Att.

draft 3/16/48

memo 3/22/48

**TITLE 3 -- THE PRESIDENT
EXECUTIVE ORDER 9817**

**Regulations Governing Awards to Federal Employees for Meritorious
Suggestions and for Exceptional or Meritorious Service**

By virtue of and pursuant to the authority vested in me by Section 14 of the act of August 2, 1946 (Public Law 600, 79th Congress), I hereby prescribe the following rules and regulations governing the payment of awards for meritorious suggestions of civilian officers and employees and for the incurring of expenses for honorary recognition of exceptional or meritorious service:

SECTION 1. Any civilian officer or employee of a department (as the word "department" is defined in section 18 of the said act of August 2, 1946) who makes a suggestion, in such form and manner as his department shall require, which is adopted for use in the department on or after August 2, 1946, and, in the judgment of the department head or other duly authorized authority in the department, has resulted or will result in improvement or economy in the operations of the department by way of monetary savings, increased efficiency, conservation of property, improved employee-working conditions, better service to the public, or otherwise, shall be eligible for consideration for a cash award. A former civilian officer or employee (or his estate) shall be similarly eligible for awards for such suggestions made while in the service of the department.

SEC. 2. Whenever a suggestion is determined to be meritorious and is adopted solely or primarily because it will result or has resulted in the saving of money, the amount of the award shall be based on the amount of the annual estimated saving in the first year of operation in accordance with the following table, unless for special reasons the head of the department shall determine, subject to the limitations prescribed in the said act, that a different amount is justified:

<u>SAVINGS</u>	<u>AWARDS</u>
\$1 -- \$1,000 -----	\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.
\$1,000 -- \$10,000 -----	\$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings.
\$10,000 -- \$100,000 -----	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings.

- 2 -

SAVINGS (Cont'd)

\$100,000 or more -----

AWARDS

-----\$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that (with the exception of the War and Navy Departments) the maximum award for any one suggestion shall not exceed \$1,000.

SEC. 3. When a suggestion is adopted primarily upon the basis of improvement in the operations or services of the department, the department shall determine the amount of the award commensurate with the benefits anticipated from the suggestion. Whenever the head of a department believes that a suggestion he has adopted would benefit the Government service generally, he may report it to the Director of the Bureau of the Budget for dissemination to all departments.

SEC. 4. At the end of each fiscal year each department shall report to the Director of the Bureau of the Budget the number of employee suggestions submitted, the number of such suggestions adopted, the total amount of cash awards, and the total amount of estimated annual savings.

SEC. 5. A department may provide for the purchase and award of appropriate certificates, medals, or other emblems, in honorary recognition of service which is determined by the head of the department to be exceptional or meritorious.

SEC. 6. No award shall be paid for any suggestion which is not adopted for use within five years from the date the suggestion is received by the department. Any department may, in its discretion, change the designated period of five years to a less period of time.

SEC. 7. No award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position.

SEC. 8. The total of cash awards paid during any fiscal year in any department (except the War and Navy Departments) shall not exceed \$25,000. Cash awards and expenses for honorary recognition for exceptional or meritorious service may be paid from the appropriation for the activity primarily benefiting or may be distributed among appropriations for activities benefiting as the head of the department determines.

SEC. 9. A cash award shall be in addition to the regular compensation of the recipient, and the acceptance of such cash award

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shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs, or assigns.

SEC. 10. This order shall be effective as of August 2, 1946, and shall be published in the FEDERAL REGISTER.

HARRY S. TRUMAN

THE WHITE HOUSE,
December 31, 1946.

9 February 1948

MEMORANDUM FOR EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT

SUBJECT: Administrative Instruction for Meritorious
Suggestion Awards.

1. The Executive for A and M is about to issue an administrative instruction in the 20 series in connection with a program of awards for meritorious suggestions by members of C.I.A.

2. In connection with this program certain administrative responsibilities will fall on the Agency and more particularly upon the Executive for A and M, in accordance with Public Law 600 of the 79th Congress and Executive Order 9817 which promulgates regulations concerning these awards. These responsibilities are over and above the problems attendant upon the internal administration of this program and are set forth herewith for your guidance.

3. The matters referred to above are as follows:

(a) The amount of any one award for meritorious suggestion shall not exceed \$1,000 and the total of cash awards paid during any fiscal year by the Agency shall not exceed \$25,000. (Public Law 600, Section 14)

(b) Payments may be made from the appropriation for the activity primarily benefiting, or may be distributed among appropriations for activities benefiting, as the Director determines. (Public Law 600, Section 14)

(c) Whenever the Director believes that the suggestion he has adopted would benefit the Government service generally, he may report it to the Director of the Bureau of the Budget for dissemination to all departments. (Executive Order 9817, Section 3)

(d) At the end of each fiscal year the Agency shall report to the Director of the Bureau of the Budget the number of employee suggestions submitted, the number of such suggestions adopted, the total amount of cash awards, and the total amount of estimated annual savings. (Executive Order 9817, Section 4)

(e) In addition to the cash award set forth in the administrative instruction, the Agency may provide for the purchase and award of appropriate certificates, medals or other emblems in honorary recognition of service which

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the Director determines to be exceptional or meritorious. The expenditure for honorary recognition may be made from appropriations as indicated in 3(b) above. (Executive Order 9817, Sections 5 and 8)

4. If a cash award for a meritorious suggestion is being made, it is suggested that the recipient acknowledge its receipt in writing, which receipt should include a phrase to the effect that --

"Acceptance of this cash award constitutes an agreement between its recipient, (Name of recipient), and the Central Intelligence Agency that the use of the meritorious suggestion by the United States for which this award has been made, shall not form the basis of a further claim of any nature upon the United States by me, my heirs or assigns."

At such time as it is determined that a meritorious award is to be made, the office of the General Counsel will assist in the preparation of the necessary release.

STATINTTEL


Walter L. Pfoz/zhelmer
Assistant General Counsel

9 February 1948

MEMORANDUM FOR EXECUTIVE FOR A & M

SUBJECT: Proposed Administrative Instruction
for Meritorious Suggestions Awards.

1. It is felt that corrections to the proposed administrative instruction indicated below be considered particularly for the following reasons:

- (a) Sufficient weight does not seem to be laid on the fact that the meritorious suggestions are primarily those which will result in economy and over-all monetary saving. ✓
- (b) There is nothing in Public Law 600 or Executive Order 9817 which will permit in-grade promotions for meritorious suggestions. ✓
- (c) The question should be raised as to whether the Awards Committee may make the awards or merely serve in an advisory capacity to the Director for this purpose.

2. It is suggested that the first sentence of paragraph 1(a) might preferably read:

"In the interest of making continual improvement or economy in the operations of CIA . . ."

This follows the language of Executive Order 9817. The use of the word "management" is questioned, particularly as paragraph 4 of the proposed instruction specifically declares ineligible those having the assigned responsibility for the improvement of management.

3. The Committee appointed in paragraph 1(a) is called by two different names within the paragraph. It would seem preferable if one name could be agreed on -- such as "CIA Meritorious Awards Committee" or "CIA Meritorious Suggestions Awards Committee". The mere calling of the Committee the ✓✓

- 2 -

"CIA Awards Committee" might raise an erroneous picture of its jurisdiction by an indication that it handle all awards for the Agency, including military.

4. Paragraph 1(a) of the proposed directive, in referring to the Committee membership, states that "These officers of the Committee may designate alternates. . .". As there is only one officer -- the Chairman -- perhaps he alone should designate alternates to the Committee. Otherwise, this sentence should read, "The ~~Members~~ ^{Individuals} of the Committee may designate alternates. . .".

5. Section 14 of Public Law 600 rests the authority to pay cash awards for meritorious suggestions in "the head of each department". For his guidance in the making of these awards, Section 2 of Executive Order 9817 establishes a monetary scale for payments commensurate with the amount of savings. This scale must be followed unless "for special reasons the head of the department shall determine . . . that a different amount is justified". It would appear, therefore, that the Director must pass on the amount of the award for a meritorious suggestion which is adopted solely or primarily because of monetary saving.

The Executive Order places the burden of passing on suggestions "in the judgment of the department head or other duly authorized authority in the department. . .". In view of this language, it is concluded that the Committee may pass on suggestions as the duly authorized authority in the Agency, and recommend as to the size of the award. However, their decision should be considered advisory only, and the monetary award should have the final approval of the Director in compliance with the terms of the Executive Order. It is recommended that this be complied with, as the General Accounting Office might, at some future date, raise the question as to who authorized the expenditure of funds in this connection.

It should be noted further that when a suggestion is adopted primarily upon the basis of improvement in operations or services rather than for reasons of economy, "the department shall determine the amount of the award. . .". As this section (Section 3) of the Executive Order is not qualified by any table of minimum or maximum awards, the Committee may make the final determination of the award to be granted, subject to the statutory limitation that no one award shall exceed \$1,000.

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6. After the phrase "79th Congress" in line 2 paragraph 2 of the original draft, suggest the addition in parenthesis of the phrase "(5 U.S.C.A. 116a)" for quick reference, as this is the standard legal form of citation. ✓

It would again appear preferable in the conclusion of the second sentence of paragraph 2 to use the language of the Executive Order by revising to read, "suggestions for improvement or economy in the operations of C.I.A." ✓
The emphasis on suggestions for economy should be stressed.

7. It would seem preferable to follow more closely the language of the Executive Order in setting forth the awards authorized in paragraph 3. The proposed text in paragraph 3 (a)(1) does not point out clearly that this type of award is based on a suggestion that is adopted solely or primarily because it will result in monetary saving. It is suggested that paragraph 3 be revised to read as follows:

"3. AWARDS AUTHORIZED.

(a) The following awards are authorized for a meritorious suggestion which is adopted ~~solely or primarily~~ because it will result or has resulted in the saving of money. The amount of the award shall be based on the amount of the annual estimated saving in the first year of operation in accordance with the following table, unless, for special reasons, the Director shall shall determine, subject to certain statutory limitations, that a different amount is justified: ✓

<u>SAVINGS</u>	<u>AWARDS</u>
\$1 -- \$1,000 -----	\$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.
\$1,000 -- \$10,000 -----	\$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings.
\$10,000 -- \$100,000 -----	\$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings.
\$100,000 or more -----	\$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that (with the exception of the War and Navy Departments) the maximum award for any one suggestion shall not exceed \$1,000."

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It is indicated in the proposed revision of paragraph 3(a) and in accordance with the Executive Order that the monetary basis for the award depends on the amount of estimated saving in the first year of operation under the meritorious suggestion. In addition, the original draft should be corrected as proposed above so that the monetary sums correspond with those set out in the Executive Order.

8. Paragraph 3 (a)(2) of the original draft should be eliminated. There is nothing either in Public Law 600 or Executive Order 9817 which permits special within-grade salary increases for meritorious suggestions. The foundation for these increases are based on another law and should be properly the subject of a separate administrative instruction. ✓

Following paragraph 3(a), as proposed above, the following should appear:

"(b). When a suggestion is adopted primarily upon the basis of improvement in the operations or services of C.I.A., the Agency shall determine the amount of the award commensurate with the benefits anticipated from the suggestion. The amount of any one award shall not exceed \$1,000.

"(c). Certificates, medals, or other emblems may be awarded by C.I.A. in honorary recognition of service which the Director determines to be exceptional or meritorious."

9. It is suggested that the original draft of paragraph 4 be reconsidered so as to include possible awards for those having specific responsibility for management improvement. Personnel in the management staff might suggest operational changes which exceed the normal requirements of the duties of their position or might produce a suggestion of such merit that the Director, in accordance with the terms of the Executive Order, might report it to the Director of the Bureau of the Budget for dissemination to all departments of the Government on the basis that the suggestion would benefit the Government service generally. The Law and Executive Order provide these awards for "any civilian officer or employee of a department", and consideration should therefore be given to the possible participation of those who have management responsibilities who might make suggestions in fields other than management. This is particularly true in an Agency such as C.I.A. where the line between management and operations may in some instances be quite clearly drawn. no.

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10. It is suggested that paragraph 5 of the original draft be revised to read as follows:

"5. BASIS FOR AWARD. ^a Awards will be considered by the C.I.A. Meritorious Suggestions Awards Committee where in the opinion of the Committee the meritorious suggestion has resulted or will result in improvement or economy in the operations of the Agency by way of monetary savings, increased efficiency, conservation of property, improved employee-working conditions, better service to the public, or otherwise. ✓

↳ "In order to have the meritorious suggestion considered for an award, the suggestion must have been adopted for use in the Agency.

c "No award shall be paid for any suggestion not adopted for use within five (5) years from the date the suggestion is received by the Agency.

d. "No award shall be paid to any officer or employee of C.I.A. for any suggestion which represents a part of the normal requirements of the duties of his position."

It should be noted, in connection with the five-year limitation set forth above, that the Agency may, in its discretion, change the period to one of less than five years. It is therefore suggested that the Executive for A & M determine the period which he considers appropriate should he deem five years to be too long.

11. The following paragraph should be included in the instruction, possibly as a new paragraph 6, with the old paragraphs 6 and 7 renumbered to 7 and 8:

③ "6. The cash award for a meritorious suggestion shall be in addition to the regular compensation of the recipient, and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by the recipient, his heirs or assigns." ✓

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12. In order to conform to the terms of the Executive Order, the original paragraph 6 (a)(4) should be revised to read:

"(4). A detailed description of the suggestion with a statement of the actual saving of money which will result or has resulted in the first year of its operation."

✓

STATINTL



Walter L. Pforzheimer
Assistant General Counsel

*Part 4 in
all civilian etc.
because of U.V. employees.*

RESTRICTED

Feb

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

31 December 1948

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

SUBJECT: Awards to CIA Employees for Meritorious Suggestions

STATINTL

Paragraph 1, Administrative Instruction [REDACTED]
dated 30 March 1948, is amended by deleting the Executive
for Administration and Management from committee member-
ship.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Captain, USN
Executive Director

STATINTL

DISTRIBUTION: .

*Administrative Instruction No. [REDACTED]
Dated
27 July 1949*

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Allen

STATINTL

ADMINISTRATIVE INSTRUCTION
NO.

25 June 1948

SUBJECT: Awards to CIA Employees for Meritorious Suggestions.

STATINTL

The security classification of Administrative Instruction No.
 dated 30 March 1948, subject: "Awards to CIA Employees for
Meritorious Suggestions" is changed from Restricted to Unclassified.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for
Administration and Management

DISTRIBUTION: ALL CIA EMPLOYEES

Administrative Instruction No. 27749
27 July 1948
JUL 27 1948
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